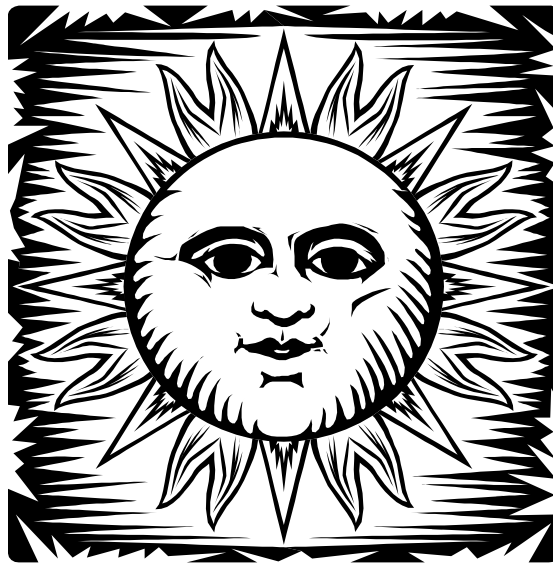


# **LIBRARY SKILLS SUMMER INSTITUTE**

**2004**



**August 3 - 6**

**Best Western Columbia Inn  
Columbia, Missouri**

Sponsored by the Missouri State Library  
Office of the Secretary of State  
Matt Blunt

The Missouri Library Skills Summer Institute is supported by funds from the federal Library Services and Technology Act



# **The Library Skills Summer Institute 2004**

## **Missouri State Library**

### **What?**

Summer Institute provides an opportunity for library staff to learn the basics of librarianship or update their library skills. Instruction is suitable for employees who do not have a professional library degree. Three courses, *Basic Library Skills*, *Advanced Library Skills*, and *Technology Skills* are offered. Basic Library Skills is a series of sessions covering a range of library skills focused on public libraries in Missouri. Participants in Advanced Library Skills select one of the two advanced courses. Technology Skills focuses on basic troubleshooting, networking made easy and introduction to PC hardware. Since the information presented is sequential, participants should plan to attend all four days of the institute.

### **Who?**

Participants must work at least 20 hours a week at a public or state institution library. Generally, completion of the basic course is required for advanced courses, but exceptions may be made. *See Course Prerequisites and Release from Basic.*

Class size is limited. In general, applications are handled on a first-come first-served basis, however, there are three instances in which applicants may be wait listed, even if the courses they request are not full at the time their applications are received. Applicants may be wait listed if: there are more than 6 applicants from a library system; the applicant is from a library that is not a public or state institution library; and/or the applicant has an advanced degree in library/information science. If openings remain after the registration deadline, these applicants will be accepted in turn and notified within a few days.

### **When?**

Summer Institute begins with a group lunch, at 12:00 noon on Tuesday, August 3, and concludes on Friday, August 6, with a box lunch. Sessions for all courses will begin after lunch on Tuesday, August 3. Classes meet Tuesday afternoon, all day Wednesday and Thursday, and the morning of Friday. The afternoon of Thursday, August 7, is scheduled for technology courses for basic track participants. **Since material presented is sequential, participants should plan to attend all sessions. Registration deadline is July 16, 2004.**

### **Where?**

Summer Institute 2004 will be held at the Best Western Columbia Inn in Columbia, Missouri. A map will be provided with confirmation materials.

### **Cost?**

Summer Institute is underwritten with federal Library Services and Technology Act funds for registration, double occupancy lodging, and designated meals. Transportation and other expenses are the responsibility of the library or individual. LSTA funds are awarded annually to the Missouri State Library through the Institute of Museum and Library Services, a federal agency that fosters innovation, leadership and a lifetime of learning.

Please direct questions to:

Nancee Dahms-Stinson, 800-325-0131, ext. 5; [nancee.dahms-stinson@sos.mo.gov](mailto:nancee.dahms-stinson@sos.mo.gov)

## Summer Institute 2004 Course Offerings

### Basic Library Skills Course

Basic Library Skills meets Tuesday through Friday and is designed for those who are attending Summer Institute for the first time. This course provides a four-day overview of public libraries and public library services. Topics include an introduction to public libraries, their purpose and relationship to the community, library operations, collection development, and services and outreach to various populations. Several presenters and facilitators will share their expertise. Carolyn Trout of the Joplin Public Library will be the main facilitator. The course includes a choice of hands-on Internet training sessions at MOREnet labs. Carpools will form for transportation to MOREnet.

**Search Engine Basics:** This session is designed to give the user information about and practice with various search engines. The class covers several different search engines and how best to use them.

**Mining the Deep Web:** This session provides basics about what the Deep Web is and how to find it. Participants will be given resources and tools to help use the Deep Web to find the information they want and experience examples of Deep Web searches.

### Advanced Library Skills Course

Advanced courses meet Tuesday through Friday. Completion of the Basic Course is generally required for advanced courses; a release request for those wishing to enroll in an advanced course without taking the basic course is listed under Course Prerequisites and Release from Basic. **The Release Form must be submitted via regular mail and received by the registration deadline, July 16, 2004.**

**Library Administration and Management:** This course will provide an organizational framework for improving the practice of administration in libraries and for identifying and fostering administrative skills. Presenter is Pat Wagner who has worked with libraries in 36 states on personnel, management, leadership, customer service and marketing issues. She is a frequent speaker at national and state library conferences and visits dozens of libraries each year. She has written two books on libraries.

**Organizing Library Material:** This course will address elements of cataloging, organizational procedures, and standards to facilitate access to library materials. The instructor will be Erlene Dudley, director of Dulany Library/Information Systems, Williams Woods University, Fulton, Missouri.

### Technology Skills Course

Technology Skills meets Tuesday through Friday in the Training Classrooms at MOREnet. This course will focus on basic troubleshooting, networking made easy and introduction to PC hardware. MOREnet instructors will teach these classes. Participants may enroll in this course without having completed Basic. Technology Skills participants must provide their own transportation to the MOREnet training classroom. Maps will be provided.

Please direct questions to:

Nancee Dahms-Stinson, 800-325-0131, ext. 5; [nancee.dahms-stinson@sos.mo.gov](mailto:nancee.dahms-stinson@sos.mo.gov)

**Summer Institute 2004 Registration Form**  
**August 3-6, 2004**  
**Best Western Columbia Inn, Columbia**

Enrollment is limited. In general, applications are handled on a first-come first-served basis, however, there are three instances in which an applicant may be wait listed, even if the requested course is not full at the time the application is received. An applicant may be wait listed if: there are more than six applicants from a library system; the applicant is from a library that is not a public or state institution library; and/or the applicant has an advanced degree in library/information science. If openings remain after the registration deadline, these applicants will be accepted in turn and notified within a few days. Confirmation notices and detailed information will be mailed to those accepted prior to the institute.

Enrollment deadline is postmark of July 16, 2004. Three ways to register!  
Mail: Summer Institute 2004, Missouri State Library, PO Box 387, Jefferson City, MO 65102  
FAX: 573-751-3612  
On the web: <http://www.sos.mo.gov/library/development/summerinstitute2004>  
(Important: please retain a copy)

**Applicant Information (PLEASE PRINT)**

Name: \_\_\_\_\_ Gender: ☐ Male ☐ Female

Library: \_\_\_\_\_

Library Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

I have a graduate degree from an ALA accredited library or information science program:

☐ Yes ☐ No

I have attended Institute in the past: ☐ Yes ☐ No

**Accommodations**

Lodging will be provided for participants Tuesday, August 3, through Thursday, August 6, at the Best Western Columbia Inn, Columbia. All rooms are double occupancy; rooms and roommates will be assigned. If you wish to room with a particular individual, both individuals must list the other as a roommate. Individuals are responsible for any other lodging required.

☐ I require lodging in a ☐ smoking ☐ non-smoking room.

I wish to room with \_\_\_\_\_ from \_\_\_\_\_ Library.

☐ I will commute or otherwise be responsible for my own lodging.

☐ I am a vegetarian  
☐ I have dietary needs or accessibility requirements about which I will contact Nancee Dahms-Stinson at 800-325-0131, ext.5; Fax 573-751-3612; or e-mail [nancee.dahms-stinson@sos.mo.gov](mailto:nancee.dahms-stinson@sos.mo.gov)

→ Form continues on next page; both pages are necessary.

Name: \_\_\_\_\_ Library: \_\_\_\_\_

### Course Selection

Please choose either the Basic Library Skills Course (with Internet training session), one of the Advanced Library Skills Courses, or the Technology Skills Course. If a course fills, a waiting list will be established.

☐ **Basic Library Skills Course** As part of the Basic Library Skills Course, participants will attend an Internet training session. Please choose one.

- ☐ Search Engine Basics
- ☐ Mining the Deep Web

**Advanced Library Skills Course** Please choose only one.

- ☐ Library Administration and Management
- ☐ Organizing Library Material

☐ **Technology Skills Course** Participants may enroll in this course without having completed Basic. Technology Skills participants must provide their own transportation to the MOREnet training classroom. Maps will be provided.

*All forms may be photocopied. Please be sure you have completed and submitted both pages of the registration form. If you also need the Basic Class Release Form (next page) it should be submitted with the Registration Form.*

Return Registration Form by July 16th to: Summer Institute 2004  
Missouri State Library  
P.O. Box 387, 600 West Main  
Jefferson City, MO 65102-0387

Or Fax: 573-751-3612

Please direct questions to:

Nancee Dahms-Stinson, 800-325-0131, ext. 5; [nancee.dahms-stinson@sos.mo.gov](mailto:nancee.dahms-stinson@sos.mo.gov)

**Please note:** In the event that an accepted participant is a "no show" at the Institute or cancels registration with less than 24 hours notice, the registrant may be responsible for the first night's lodging fee at the hotel.

The Library Skills Summer Institute is sponsored by the Missouri State Library, Office of the Secretary of State, Matt Blunt, Secretary of State and supported by federal Library Services and Technology Act funds awarded through the Institute of Museum and Library Services.

## Summer Institute 2004 Basic Class Release Form

This form is to be used when applicant wishes to enroll directly into an Advanced Class without first completing the Basic Class.

*This form **must** be submitted via regular mail with the Registration Form and **received** before the registration deadline, July 16, 2004.*

### For library directors who wish to enroll in an Advanced Class without first completing the Basic Class

Director name: \_\_\_\_\_

Library name: \_\_\_\_\_

Director length of service with library: \_\_\_\_\_  
(18 months required for release form on time of service alone)

Justification for release (for example, other training, other degree, specific experience the director has to prepare her/him for the advanced level course requested)

Library Board President signature \_\_\_\_\_  
(or Department Supervisor signature if at an institutional library)

### For other library employees who wish to enroll in an Advanced Class without first completing the Basic Class

Employee name: \_\_\_\_\_

Library name: \_\_\_\_\_

Employee length of service with library: \_\_\_\_\_

Justification for release (for example, other training, other degree, specific experience the employee has to prepare her/him for the advanced level course requested)

Director signature \_\_\_\_\_

## Summer Institute 2004 Course Prerequisites and Release from Basic

As a general rule, completion of the Basic Course is required for Advanced Course registration. Knowledge of library science, the customer service model, and the library community are essential foundations for all advanced courses. The Basic Course is designed with public library staff in mind; some subject areas and content are specific to public library service. Library directors and/or library boards may request a release from Basic for library employees, if they feel the library has provided sufficient internal and/or external training. Library staff and their directors should study the Basic Course outline below to determine if the employee has mastered skills in each area before requesting such release. Library directors and staff who are unsure if the Basic Course is appropriate for their continuing education needs should contact Nancee Dahms-Stinson at the number below.



Library directors who wish to be released from the Basic Course, as a requirement for registration in an Advanced Course, must have at least 18 months of administrative library experience (i.e., branch manager, library director, assistant library director, department head), including supervisory and collection development experience.



The Basic Course is designed to introduce library staff and directors with little or no library experience to basic library principles, practices, and activities.

- |           |   |
|-----------|---|
| Tuesday:  | <ul style="list-style-type: none"><li>♦General introduction to libraries and their purpose, including the legal basis for public library existence in Missouri, state library standards, library governance and the relationship between the library board, director and staff</li><li>♦Elements of a library</li></ul> |
| Wednesday | <ul style="list-style-type: none"><li>♦Circulation and customer service</li><li>♦Children's Services</li><li>♦Reference Services</li></ul>  |
| Thursday  | <ul style="list-style-type: none"><li>♦Role of the library in serving young adults</li><li>♦Role of the library in the lives of adults and senior adults, how they can be served effectively; overview of outreach services</li><li>♦Internet training sessions</li></ul>   |
| Friday    | <ul style="list-style-type: none"><li>♦Collection development as a core activity in the library, including principles, policies, activities</li><li>♦Summary and Wrap-up</li></ul>  |

The Basic Class Release Form must be submitted via regular mail with the Registration Form and received before the registration deadline, July 16, 2004.

Please direct questions to:

Nancee Dahms-Stinson, 800-325-0131 ext. 5, [nancee.dahms-stinson@sos.mo.gov](mailto:nancee.dahms-stinson@sos.mo.gov)